

PACKET
Information Technology Committee Meeting
Tuesday, August 4, 2020 – 5:30 p.m.
Administration Building | 1st Floor | Room# 1H & 1I
127 East Oak Street, Juneau, Wisconsin 53039

MINUTES
Information Technology
Tuesday, July 7, 2020

Minutes of the July 7, 2020 Information Technology meeting held in the Dodge County Administration Building, in Room# 1I & 1H First Floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 5:30 PM

Meeting called to order at 5:31 p.m. by Committee Chair Guckenberger

Roll Call:

Members Present: David Guckenberger (*in-person*), Donna Maly (*phone*), Tim Kemmel (*in-person*), Robert Boelk (*phone*).

Members Absent /Excused: Kevin Burnett

Also Present: James Mielke – County Administrator (*in-person*),
Justin Reynolds – County IT Director (*in-person*)

Public Comment: None

Previous Committee Meeting Minutes: Motion by Kemmel, 2nd by Maly to approve the minutes of the June 2nd, 2020 Committee meeting. All in favor, motion carried.

Meeting Per Diem(s): None

Department Continuous Improvement & Recognition:

Recognition(s):

Guckenberger inquired regarding IT Department recognitions. Reynolds shared appreciate of Clearview leadership and staff for their continued progress to data analytics and meal tracking enhancements. Reynolds shared appreciation for the collaborative learning together approach among the cross-functional team members (Clearview and IT). Mielke and Reynolds also shared their appreciation for the County staff making a difference with the 2020 Computer Infrastructure and Computer implementations, ERP Project, HR System Projects, and many other projects.

Update on FCC COVID-19 Telehealth Funding Program & USAC Rural HealthCare Funding Program

Reynolds shared Dodge County has been in contact with USAC regarding our application, and that Dodge County should hear from USAC soon regarding Human Services (Public Health) and Clearview eligibility. Reynolds shared the County is also considering the State of Wisconsin “Route to Recovery” funding program for eligible items.

Consider Wisconsin Election Commission Help America Vote Act (“HAVA”) Grant – Election Security

Reynolds shared Dodge County Clerk and Information Technology Department has received notice regarding the upcoming Election Security Grant opportunities, which has a July 15th deadline for application. Reynolds shared the County is learning more about the grant opportunity and requirements, which the expected allocation of funds for Dodge County is just under \$60,000. Reynolds shared the County Clerk and IT Department are gathering the County Election Security needs assessment, which may incorporate the County Information Technology Infrastructure Security needs. Reynolds shared the County Clerk and IT have gathered and will continue to gather proposals to enhance and protect the Election Security and IT Security systems. Reynolds shared the County will submit an application with an anticipated budget, and will report any adjustments throughout the grant progress.

Information Technology Strategic Action Steps:

Update on IT Budget Report – July 2020

Reynolds provided an executive one-page (Jan. to July.) IT budget report from the new ERP Financial system, which showcased the IT Budget to be within target and expenditures for the time period. Reynolds shared the July report format is slightly different than the June report format, and that IT is working with Finance to align budget codes and transactions within the proper account codes.

Information Technology Project Status Report:

Update on ERP Project

Reynolds shared the ERP Project is in the final project stages. The current scheduled trainings are bank reconciliation and budget building. Reynolds shared his appreciate for the budget projection training prior to the July/August budget entry timeline, which the budget entry process is simple and consistent. As of July 7, 2020, Reynolds shared the ERP Project Budget is projected to be under budget by approximately \$300,000 or more. IT Committee inquired regarding the project closure, and Mielke/Reynolds shared the project is expected to be closed out around fourth (4th) quarter 2020.

Update on Technical Services Project

Reynolds shared the Technical Services deployment of the 2020 Computer Refresh is approximately 75% completed, and the team will work with the remaining departments/individuals to minimize any disruption to operations.

Update on Data Information System Projects

Reynolds shared the Human Resources Benefits Enrollment Portal, v8.1 System Upgrade, and AS400 “discovery” projects are in progress, currently in the initial phases, and the projects are on target for fall 2020.

Update on Network Infrastructure Projects

Reynolds shared the 2020 Network Infrastructure Refresh hardware has been delivered, initial installation scheduled, and on target for a completion in July, 2020. Reynolds shared his appreciation with Corporation Counsel legal assistance with the Projects’ Statement of Work (SOW), and expected to process the SOW the week of July 6th.

Review IT Department Projects Executive Summary

Reynolds provided a high level executive summary of the IT Department’s Projects Roadmap and Requests, and recent “completed” projects and goals.

Review IT Contracts and Agreements Summary

Reynolds provided a summary list of the current IT Contracts and Agreement in review, discussion, and pending approval. The list included Internet/voice services, infrastructure statement of work, Internet filtering, copier contracts, phone console software agreement, and computer policy assessment, website refresh project, recycling services agreement, and notification system. Reynolds shared appreciation regarding the ERP Contracts module, and the County’s procurement and contract procedures. Reynolds shared the IT industry leaders are actively discussing the importance of procurement and external dependencies as it relates to legal and information security.

Future Agenda Items:

IT 2021 Budget Proposal and Initiatives

Next Meeting Date:

Tuesday, Aug. 4th, 2020 at 5:30 p.m. – 1st Floor Multipurpose Room#1H & 1I Auditorium
IT Committee Meetings scheduled – 1st Tuesday of each month @ 5:30pm

Adjournment:

Motion by Kemmel, 2nd by Boelk to adjourn the meeting at 6:08 p.m. All in favor, motion carried.

David Guckenberger, Chair

Aug 4, 2020
Date

Tim Kemmel, Secretary

Aug 4, 2020
Date

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Department Continuous Improvement & Recognition

- Recognition: Human Resources Benefits Profiles & Union System Adjustments
- Recognition: Clearview Analytics & Meal Tracking Rollout
- Recognition: 2020 IT Infrastructure & Computer Refresh Project(s)

- Update on FFC COVID-19 Telehealth & USAC Rural Health Care Funding Program & State of Wisconsin COVID-19 Funds
- Update on Wisconsin Election Commission Help America Vote Act (“HAVA”) Grant – Election Security
- Review, Consider, Discuss, Take Action: on IT COVID-19 purchases for Wisconsin Routes to Recovery Funding

Information Technology Strategic Action Steps

- Update on IT Budget Report – July 2020
- Review, Consider, Discuss, Take Action: IT 2021 Budget Proposal

Information Technology Projects Status Reports

- Update on ERP Project
 - FINAL - Milestone 2.5 – ERP Acceptance of Live Preparation Readiness – TBD July.2020
 - 2021 Budgeting Training & Preparing
 - ERP Project Budget Balance
 - Projected to be \$300,000 under budget

- Update on Communications Services Projects
 - Highway Survey
 - Intranet Page & Policy Page
 - Website Refresh Project

- Update on Technical/Electronic Services Projects
 - 2020 Computer Refresh Project
 - 1. Deploy – July
 - 2. Complete – July
 - Human Services Computer Purchases
 - Reeseville Highway Shop

- Update on Data Information Systems Projects
 - Human Resources – 8.1 Upgrades (flash end-of-life 12/2020) – target May-Oct – IN-PREGRESS
 - Human Resources – Employee Self Enrollment Benefits Portal – target Jun. – IN-PROGRESS
 - AS400 Data Migration – DISCOVERY

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The tentative phases discussed are:
 1. Discovery – IN-PROGRESS
 2. Sample Data
 3. Legal Review
 4. Define Scope of Work
 5. Prioritize by Department & Data (*Finance, Human Resources, Highway, Clearview, LRP*)
 6. Copy & Verify Data (main focus)
 7. Consider future data exporting & reporting capabilities (as-needed)
- Update on Network Infrastructure Projects
 - 2020 Core-Networking Refresh Project – COMPLETED – FINAL ADJUSTMENTS
 - 2020 Server Refresh Project – COMPLETED
 - 2020 DR-Storage Refresh Project – STAGED – MOVE TO DR-SITE
 - 2020 DR-Recovery Project – target July Completion
 - Email Migration Project – ON-GOING
 - DR-UPS Electrical Install – SCHEDULED
 - MFA Pilot – DISCOVERY
 - External DNS – DISCOVERY
 - Cyber Assessments – DISCOVERY
- Update on IT Department Projects Executive Summary
- Update on IT Contracts and Agreements Under Review Summary
 - IT 2020 36-month Internet & Voice Service Contract
 - HS 2020 Phone Console Software Annual Agreement
 - IT 2020 Recycling Services Agreement
 - IT 2020 Auto Appointment Notification System Agreement (HS & CS)
 - IT 2020 UPS Battery Replacements
 - IT 2020 Video Conferencing Solution Agreement
 - IT 2020 Network Infrastructure Project Statements of Work – COMPLETED
 - IT 2020 DNS Internet Filtering Annual Service Agreement – COMPLETED
 - IT 2020 HWY/CLV/DA 36-month Copier Contract Agreement (*Addendum Agreement*) – COMPLETED
 - IT 2020 Website Wire Frame Refresh Project – COMPLETED
 - IT 2020 Computer Group Policy Assessment & Services – COMPLETED

CONSIDER: Future Agenda Items

Next Committee Meeting Tentative Dates:

Tuesday Sept. 1st, 2020

Location: Room# 1H & 1I, First Floor, in the Dodge Co. Admin. Building 127 E. Oak St. Juneau, WI.

IT Committee Meetings schedule – 1st Tuesday of each month @ 5:30pm